

**HIGH COURT OF JUDICATURE AT BOMBAY
BENCH AT AURANGABAD.
NOTICE INVITING QUOTATIONS**

No. N/Cash/124/2023
Date: 04/01/2023.

The Registry of High Court of Judicature at Bombay, Bench at Aurangabad invites sealed quotations from reputed suppliers/dealers for **supply of Photocopier Papers- 1500 Reams and Judgment/Executive Bond Papers - 1000 reams** for the use of this Registry. The prescribed form for submitting the quotation is at Annexure-A which may be downloaded from website: <https://bombayhighcourt.nic.in>

GENERAL INSTRUCTIONS/TERMS & CONDITIONS :-

- 1) The sealed quotations must be addressed to the **Registrar (Admn.), High Court of Judicature at Bombay, Bench at Aurangabad-431009.** The envelope shall be superscribed with "**QUOTATION FOR SUPPLY OF PHOTOCOPIER PAPERS AND JUDGMENT/EXECUTIVE BOND PAPERS**" and it must be reached on or before **11/01/2023** up to 5.00 pm.
- 2) The rates quoted shall be inclusive of all taxes/freight etc.
- 3) The supplier/dealer must have an Income Tax Number and must be paying the Income Tax and they must submit the photocopies of Shop Registration & PAN, GST etc. along with quotation. This Registry reserves all the rights regarding the selection of Brand/GSM/qualification criteria and verification of documents. No any correspondence in this regard will be entertained by this Registry.

4) Payment will be made as per Government rules/procedure after receipt of Invoice, subject to availability of Budget.

5) The supplier/dealer shall submit a Demand Draft of Rs.1500/- [Non refundable] as a tender fees and also submit a Demand Draft of Rs.7,500/- as EMD [refundable] drawn on any Nationalized Bank, in favour of the Registrar [Admn.], High Court of Judicature at Bombay, Bench at Aurangabad along with the quotation. The EMD will be refundable to the unsuccessful suppliers/dealers after finalization of tender and to the Successful supplier/dealer after satisfactory execution of the purchase order.

6) In case of violation of any of the terms and conditions of the tender or unsatisfactory supply of the items or supply of poor quality/low standard material, the Registrar [Admn.], High Court of Judicature at Bombay, Bench at Aurangabad, reserves the right to cancel the order by giving intimation to the supplier/dealer & forfeit the EMD amount.

7] The successful supplier/dealer shall arrange sample of Photocopier Papers & Executive Bond papers [if required], at his own cost and risk, before the Hon'ble Committee of High Court of Judicature at Bombay, Bench at Aurangabad, for verification/ inspection and approval of sample etc. as per details mentioned in Annexure "A", as per schedule decided by the Committee. The supplier/dealer shall have to comply with such conditions, failing which, the tender of supplier/dealer shall be liable for rejection and forfeiture of the EMD.

8] After approval of sample the Registry will take further steps for issuing purchase order and if Lowest Bidder fails to provide required quality samples

or provided sample is not up to the satisfaction, the Registry reserve rights to purchase the same from next eligible bidder.

9] The decision of the Hon'ble Committee in the approval of samples shall be final. No correspondence will be entertained outside the process of discussion with this Registry.

10) After delivery of Photocopier Papers and Executive Bond/Judgment Papers any defect found in the supplied paper reams or supplied material not as per specifications/Brand mentioned in the tender notice, the tenderer shall have to take the same [rejected store] back at their own cost and risk and shall replace such rejections with the items of standard specifications/Brand as acceptable to this Registry.

11) It may specifically be mentioned that, whether the quotation is strictly as per tender specification/conditions. Quotations not adhering to the specification will be liable for rejection.

12) This Registry reserves the right to accept or reject any tender, to annual tendering process and to reject all tenders at any stage prior to award of Contract, without thereby incurring any liability to the affected Bidder/s or any obligation to inform the affected Bidder/s of the grounds for Tendering Authority's action.

13) The High Court Registry reserves the right to **split orders** and / or accept or reject any quotation as also to modify or change any of the terms and conditions without assigning any reason thereof.

14] Legal dispute, if any, shall be subject to the Jurisdiction of Auranagabad Court.

Date: 04/01/2023.

Sd/-
REGISTRAR (ADMN.)
HIGH COURT OF JUDICATURE AT BOMBAY,
BENCH AT AURANGABAD

ANNEXURE 'A'

Quotation for supply of Photocopying papers and Executive Bond/Judgment Papers

I/We _____ Supplier/dealer hereby quote the following rates, including all taxes/freight etc.

Sr. No	Particulars	Rate (including all taxes/freight etc.)
1	Bilt Copy Power/Copy Gold/JK Copier Red Packing Photocopying Paper 75 GSM Ream, A4 Size 500 N Sheets.	
2	JK Excel/Royal Executive Bond Paper Ream, 85 GSM A4 , Qty. per Pkt., 500 N Sheets.	

List of Documents to be attached with Quotation.

Sr. No.	Particulars	Attached? (YES/NO)
1	Shop Registration Certificate	
2	PAN	
3	GST Registration	

I/We have read and understood all the terms and conditions given in the tender notice and agree to abide them. The rates quoted by me/us are final and I/We will not withdraw my/our offer and also my/our firm is not black listed by Central/State Govt., Corporations or Government Undertakings, etc.

Date:

Seal & Signature of the Agency/Firm
Address with Phone No.